



## DIVISION OF ELEMENTARY & SECONDARY EDUCATION

Four Capitol Mall  
Room 106A  
Little Rock, Arkansas 72201-1019  
501-682-2744

### POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

February 11, 2020

**Closing Date: February 18, 2020**

(Position will close from date of listing or until filled).

**Title: PUBLIC SCHOOL PROGRAM ADVISOR**

**Position Number: 2208-3003**

**Grade: GS09**

**Equity Assistance**

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#### **DUTIES:**

Assists in resolving disputes between schools and parents and investigating complaints alleging violations of state and federal laws governing an equitable education. Provides technical assistance and guidance to school districts, parents, and stakeholders in areas of equity. Conducts monitoring of Garland County school districts in accordance with court order.

#### **PREFERRED QUALIFICATIONS:**

Knowledge of Section 504 of the Rehabilitation Act of 1973 preferred.

#### **SPECIAL APPLICATION INFORMATION:**

Only a completed application with work history is accepted. The work history section of the application must be complete. We do not accept resumes in lieu of completing this section.

#### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a bachelor's degree in public administration, educational administration, education or a related field; plus five years of experience in education, public school administration or a related field.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a valid Arkansas driver's license. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job-related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

#### **PROCEDURE FOR APPLICATION:**

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Division of Elementary and Secondary Education (DESE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at [www.dese.ade.arkansas.gov](http://www.dese.ade.arkansas.gov) or [www.arstatejobs.com](http://www.arstatejobs.com). To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The DESE is an Equal Opportunity Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.